

# Travel Rejection Sheet

To Travel Liaison:

Date:

Traveler/s Name:

Sequence #:

Your travel documents have been rejected because the following documents were not included:

## **Conference/Meeting Organizer**

- ☐ Invite-include specifics why attendance is mandatory
- ☐ Late travel- provide memo if out of state request is three weeks or less

## **Transportation**

- ☐ Airfare- provide backup to support TAF request
- ☐ Train fare- provide backup to support TAF request
- ☐ Taxi Fare- provide backup to support TAF request
- ☐ Shuttle/Bus Fare- provide backup to support TAF request
- ☐ Parking Fees- provide backup to support TAF request

## **Lodging**

- ☐ Hotel Charges- provide backup to support TAF request

## **Meals**

- ☐ Meal Allowance-provide summary of travel rates sheet to support TAF

## **Other Fees**

- ☐ Admissions/Registration Fee/Agenda-provide backup to support TAF request

Resubmit Revised Packet To: